

Department of Enterprise Services

**REQUEST FOR QUALIFICATIONS FOR
Design-Build Services
For the
K-3 Modular Classrooms
Constructed with Cross Laminated Timber
Western Washington
(Seattle, Mount Vernon & Sequim)**

Project No. 2016-743

Submittal Deadline Date: June 8, 2016

1.1 INTRODUCTION: Department of Enterprise Services(DES) is soliciting Statements of Qualifications (SOQ) from qualified design-build teams (which may include joint ventures) to provide design-build services for the design and construction of K-3 Modular Classrooms constructed with regionally sourced Cross Laminated Timber at three elementary schools in western Washington. Scope includes all site utilities, foundation, and CLT construction for 4 classrooms (approximately 900 square feet each) at each location.

Project delivery will be by a design-build contracting method utilizing a preliminary agreement between DES and the design-builder to establish major design elements and negotiate a price for completing the project, and a second agreement to govern completion of design, construction, commissioning, performance guarantees and other aspects of scope and terms sufficient to complete the project. The preliminary agreement will be based on DBIA Document No. 520 *STANDARD FORM OF PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER* as modified to reflect state law. The second agreement will be based on either DBIA Document No. 525 *STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER – LUMP SUM*, or DBIA Document No. 530 *STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN BUILDER - COST PLUS FEE WITH AN OPTION FOR A GUARANTEED MAXIMUM PRICE*, as modified to reflect state law. This approach eliminates the requirements for design and fixed pricing during the process to select the design-builder. The selection process is intended to emphasize qualifications.

Teams submitting a SOQ will be evaluated based on the criteria set forth in this Request for Qualifications (RFQ) by a committee with representation from DES, the school districts, and a representative from the private sector. A maximum of three teams (the Finalists) will be short-listed. The Finalists will proceed to the second step of the selection process and receive a Request for Proposals (RFP). Finalists submitting a proposal will be evaluated based on the criteria set forth in the RFP (which are also included herein) by a committee with representation from DES, the School Districts receiving the classrooms, and the private sector participant. The design-builder firm for the highest scoring team will be selected for award of the contract. Submittal requirements are intended to focus primarily on qualifications and avoid the need for detailed design, therefore a \$10,000 honorarium will be issued to the successful Finalists.

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1.2 DESIGN-BUILD PROCESS: DES is utilizing the Design-Build alternative public works contracting procedure authorized under chapter 39.10 RCW. This project delivery method is appropriate for this project because significant savings in project delivery time would be realized through using the Design-Build approach.

1.3 PROJECT DESCRIPTION: DES intends to build up to 12 – approximately 900 square foot modular classrooms on three school district campuses, Seattle, Mount Vernon and Sequim (exact school location to be determined). The modular buildings will be constructed of Cross Laminated Timber. Each classroom will have its own restroom. The preference is for as much CLT as possible integrated into the design of the modular classroom design.

Other project requirements include:

- Excellent building character, including architectural and landscape elements, appropriate for a an elementary school campus
- Tie in to existing on site utilities ; water, sewer, power,
- Variable refrigerant flow heating and cooling
- Flexibility for future additional classrooms to be added
- Designed to a fixed budget

Generally, DES intends to work with the selected team to optimize value to schools receiving the modular classrooms. Many project characteristics remain purposefully open-ended so that a wide range of ideas can be considered during the first contract period.

DES intends to work with the selected team to develop fair and effective contractual incentives and performance guarantees.

1.4 MANDATORY PRE-SUBMISSION MEETING: There is a MANDATORY pre-submission meeting scheduled for **1:30 PM on May 18, 2016**. A representative of the firm that would be the contracting entity with DES must attend and sign-in. SOQ’s submitted by firms not represented at the pre-submission meeting will not be evaluated. The meeting will be at:

John Stanford Center for Education Excellence
 Seattle School District
 2445 3rd Ave. South
 Seattle, WA 98134
 Room # 3802

1.5 QUALIFICATIONS REQUIRED: Teams desiring to submit their SOQ’s for this project must demonstrate experience and qualifications as a Design-Builder with appropriate experience in school design and construction work and the innovative use of new materials. How you choose to demonstrate that experience is up to you.

1.6 SOLICITATION PROCESS SCHEDULE: The anticipated schedule for the solicitation process is indicated below:

1. Issue Request for Qualifications:	May 11, 2016
2. MANDATORY Pre-Submission Meeting, 1:30 PM at Seattle SD:	May 18, 2016
3. Statements of Qualifications Due at 3:00 pm:	June 1, 2016
4. Finalists Selected:	June 8, 2016

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5. Issue Request for Proposals:	June 13, 2016
6. Proprietary meetings with Finalists (one 2-hour mtg. for each team):	June 15, 2016
7. Last Request for Information due from Finalists:	June 16, 2016
8. Last Addendum Issued:	June 17, 2016
9. Proposals Due at 3:00 pm:	June 28, 2016
10. Interview with the Evaluation Committee:	June 30, 2016
11. Scoring of Proposals:	June 30, 2016
12. Public announcement of scores at 10:00 am	July 1, 2016
13. DES Initiates Negotiations with Highest Scoring Proposer:	July 6, 2016
14. Contract Award:	July 13, 2016
15. Notice to Proceed:	To be determined

1.7 SELECTION PROCESS: The selection of the design-build team for this project will follow these steps:

1. Request for Qualifications

DES, through an evaluation committee, will evaluate SOQ’s submitted in response to this RFQ. The evaluation will be based on weighted criteria identified later in this document. The SOQ shall be submitted in two separate envelopes. One envelope will contain the firm’s completed Project Financial Questionnaire and related documents. The other envelope will contain the response to the other RFQ requirements. Based on the SOQ evaluations, DES will identify a maximum of three Finalists to proceed to the next step in the selection process. Points from the SOQ evaluation will be considered only for the purpose of determining which firms will be named as Finalists and will not carry forward beyond the RFQ stage. The SOQ’s are limited to twenty (20) 8”x11” pages (including attachments). The twenty pages may be printed front to back, and a font of no less than 10 point shall be used. The Financial Questionnaire and related documents submitted in response to Section 1.8 A. 3 (Financial Capacity criterion) are not included in the twenty page limit.

2. Request for Proposals (RFP)

Each Finalist will be invited to respond to the RFP. The submitted proposals will be evaluated based on weighted criteria identified later in this document. Proposals shall be submitted in a single package. The package shall contain the responses to all the RFP requirements including the completed form associated with the Price Factor criterion. The proposals are limited to twenty (20) 8”x11” pages (including attachments). The twenty pages may be printed front to back, and a font of no less than 10 point shall be used.

After issuance of the RFP, each Finalist will have an individual proprietary meeting with the evaluation committee.

After submittal of the proposals, each Finalist will attend a one hour interview conducted by DES’s Evaluation Committee. The purpose of the interview is to allow each Finalist to highlight and explain the content of their proposals, express their ideas and qualifications in person, and engage in a question-and-answer period with the Evaluation Committee. Since the selection process emphasizes qualifications and does not require project-specific design or pricing, design solutions, 3-D models, renderings or other design-intensive efforts are inappropriate and are discouraged.

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After the interviews, the Evaluation Committee will score the proposals according to the criteria set forth in the RFP and notify all of the finalists of the selection decision. A selection summary of final proposals will be provided within two business days of the notification per RCW 39.10.330.6.

The Finalist with the highest-scoring proposal will be selected to enter into contract negotiations with DES. SOQ scores will not carry forward beyond the RFQ stage. If DES and the highest scoring Finalist cannot agree on terms, DES may enter into negotiations with the next highest scoring Finalist.

3. General Information

- A. Content of RFP: The RFP will include additional project information including, but not limited to: a report concerning goals and guidance for architecture, landscape and school campus character and utility.
- B. Basis of Design-Build Award: The *Preliminary Agreement Between Owner and Design-Builder* and the potential follow-on agreement to complete the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) (a) and the criteria identified in this document.
- C. Competitive Process: Instead of requiring significant design and estimating, the selection process relies on qualifications supplemented with descriptions of the approach to engineering and architectural design, interview time and a price factor. Since the level of effort required of the proposers to respond to the selection criteria is moderate, a small honorarium will be paid to the Finalists. Unsuccessful proposals will become the property of DES.
- D. Rejection of Proposals: DES reserves the right to reject any and all proposals at any time for any reason. In the event DES does so, it shall provide its reasons for rejection in accordance with RCW 39.10.330(2).
- E. Appropriate Contact During Solicitation Process: Proposers are cautioned that only the contact person listed at the end of this RFQ should be contacted regarding this project. Any contact by Proposers with any other individual(s), including, but not limited to individuals from any of the organizations represented on the evaluation committee, may result in the Proposer's elimination from this selection process.
- F. Evaluation Committee: The evaluation committee for both the RFQ and RFP phases of the selection process will consist of representatives from DES (2); School District (1 each); and one private sector representative.
- G. References: DES reserves the right to conduct reference checks for all firms (including, without limitation, firms on proposed teams) at any stage of the selection process. In the event that information obtained from the reference checks reveals concerns about a firm's past performance or its ability to successfully perform the work to be executed based on this RFQ and subsequent RFP, DES may, at its sole discretion, determine that the firm is not qualified to perform the contract and deem the proposer not eligible for

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further consideration. DES also reserves the right to check references from projects and/or organizations not identified by the firm.

1.8 EVALUATION CRITERIA

A. RFQ Evaluation Criteria – 100 points: The SOQ submitted by teams must include information documenting how the proposed team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s SOQ must include a Table of Contents (included in 20 page count) and be organized by discrete sections corresponding to the criteria and in the same order shown below. Submittals will not be returned.

RFQ CRITERIA	EVALUATION	WEIGHTING (max. points)
1	<p>Technical Qualifications: Describe your key team members’ individual specialized experience and technical competence in school design and other relevant experience. Include experience on projects that are similar in type, size, and scale to the scope of this project, as well as experience with design and construction work in similar campus conditions. Specifically address design and construction experience in these areas:</p> <p>Building architecture for schools Cross Laminated Timber construction projects or similar CLT - Modular design methods VRF system design Green School Initiative experience</p> <p>Provide a listing of firms and office locations where architectural and engineering design work will be performed. Estimate the portion of the design scope that will be assigned to these firms and offices.</p>	20
2	<p>Capability to Perform the Work: Describe your team’s capabilities to perform both the design and construction elements of the project. Describe the organizational structure of the entity proposing. Identify how the design and construction resources of your team will be integrated into a cohesive Design-Build organization, including a description of the management strategies, internal communication protocols, coordination tools, and planning efforts that you will employ to ensure an effective project. At a minimum, the following individual key team members shall be identified: corporate executive dedicated to the project, lead design architect, architectural project manager, landscape architect, lead planner for sustainability feature, lead design engineer(s), the design manager, construction project manager, superintendent, and safety officer. List the title of the position, the name and qualifications of the key individuals to be assigned to the project, and the responsibilities of each key team member.</p> <p>Provide an organization chart showing the staffing proposal for the key individuals (as specified above) to be assigned to the project. Include a copy of the resume of each key individual.</p>	20

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<p>3</p>	<p>Financial Capacity: DES, in its sole discretion, will determine whether the firm which is to be the contracting entity has the financial capacity to deliver the project and may reject those SOQ's which it judges to fail that criterion. Submit one (1) unbound copy of the DES Project Financial Questionnaire, additional Financial Statements (if required), in a sealed envelope marked "Confidential Financial Material in Response to RFQ criterion 3". If the contracting entity is a joint venture, a Financial Questionnaire and related materials shall be submitted for each member of the joint venture. This financial information will not be copied or distributed except as needed in the financial review process and will not be provided for other firms to review. The information will be forwarded to the DES's financial contracting officer, reviewed and returned to the firm within two weeks after completion of the evaluation process. If the information is found to be deficient, the firm will be given 48 hours to bring its information into conformity with these requirements. DES reserves the right to reject any Statement of Qualifications which, in its sole discretion, DES deems is non-responsive to this section. A copy of the Project Financial Questionnaire will be available at the mandatory pre-submission meeting.</p>	<p>Pass/Fail</p>
<p>4</p>	<p>Relevant Past Performance: Describe your team's similar project experience. Focus on design-builder, architect, landscape architect, sub-consultants and/or major sub-contractors as appropriate to convey your team's qualifications. Provide information about firms and then by individual (as shown in item 6, below). Generally describe your team's experience in completing design-build projects, including an explanation of the projects and roles in which various members have worked together. Also, provide a list of three D-B completed projects and describe their similarities to the proposed project. For each project provide:</p> <ol style="list-style-type: none"> 1) a description of the project, 2) issues addressed during design, 3) the duration of construction, 4) the final cost, and 5) an Owner's Reference with telephone number and email address, who is familiar with your proposed team's performance in completing the project. 6) Identify which individuals named in the proposed project team participated as members of the project team for the listed projects and the roles they held. If a team member's listed experience is with a firm other than that proposed, so state. <p>If the firm proposing to act as the design-builder for your team has not completed three design-build projects, list three projects which were successfully completed and which provide the Proposer with the necessary experience and skills to successfully complete this project.</p>	<p>20</p>
<p>5</p>	<p>Design Excellence on a Limited Budget and Schedule: Provide examples of how your team has achieved a high level of design quality on projects with challenging budgets and/or schedules. Examples of reducing cost or duration and maximizing value while still achieving recognized design quality (including, but not limited to, awards or publication) should be provided. Examples may encompass building systems or assemblies, or entire building projects. Demonstration of design</p>	<p>25</p>

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	excellence on similar infrastructure projects will be highly valued. Projects described in this criterion may be in addition to those listed in item 4.	
6	Safety: Describe the safety and accident prevention record of the design-builder member of your team. If the design-builder member is a joint venture, submit the requirements of this section for each member firm of the joint venture. Submit the firm’s Accident Prevention Program along with any other relevant information that documents the firm’s safety record.	10
7	Diverse Business Inclusion Plan: Describe your team’s approach to OMWBE.	5
	Maximum RFQ Points →	100 points

B. RFP Evaluation Criteria – 200 points : The proposals submitted by the Finalists after evaluation of the SOQ must include information documenting how the team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each team’s proposal must include a Table of Contents (included in 20 page count) and be organized by discrete sections corresponding to the criteria and in the same order as below. Submittals will not be returned.

RFP CRITERIA	EVALUATION	WEIGHTING (max. points)
1	Essential characteristics of, and general approach to managing, this design-build project: Describe the team’s understanding of, and insights into, this project delivery method. Describe method-specific risks and opportunities and how best to manage them. Describe what method-specific team characteristics and behaviors are essential and why. Describe how your team is built in regard to major tasks, roles and responsibilities and how the structure helps minimize gaps and assures clarity. Describe approach to collaboration among team members and with DES staff.	20
2	Engineering Approach: Describe how your team proposes to develop the design in regard to classroom functionality and quality. Explain how your approach identifies and optimizes the classroom functionality. Identify electrical, mechanical, and data requirements for the classrooms. DES recognizes that the responses to this criterion do not necessarily represent the approach and steps eventually employed, but that they provide evidence of an approach to design and ideas to be considered during development of the design. <i>IN ORDER TO LIMIT THE EXPENSE AND LEVEL OF EFFORT OF THE PROPOSERS, PROJECT-SPECIFIC ENGINEERING DRAWINGS, QUANTITATIVE ANALYSIS AND/OR MODEL OUTPUT ARE CONSIDERED INAPPROPRIATE AND ARE DISCOURAGED.</i> Expertise/Ability of Key Personnel: Given that the approach described in your response to this criterion will require adaptation and development through a collaborative design effort, indicate which individuals identified in your SOQ will lead and/or significantly contribute to the ongoing development of the engineering design. You may reference your SOQ and/or provide a new summary	40

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	of their qualifications including relevant experience working with new design products methods.	
3	<p>Approach to Building Architecture and Urban Design: Describe how your team proposes to approach the design-development task in regard to the building and site architectural and aesthetic elements. Explain how the architectural and design approaches are compatible with the requirement for meeting regulatory requirements. DES recognizes that the responses to this criterion do not necessarily represent the approach and steps eventually employed, but that they provide evidence of an approach to design and ideas to be considered during development of the design. <i>IN ORDER TO LIMIT THE EXPENSE AND LEVEL OF EFFORT OF THE PROPOSERS, DESIGN SOLUTIONS, 3-D MODELS, RENDERINGS OR OTHER DESIGN-INTENSIVE EFFORTS ARE CONSIDERED INAPPROPRIATE AND ARE DISCOURAGED.</i></p> <p>Expertise/Ability of Professional Personnel: Given that the approach described in your response to this criterion will require adaptation and development through a collaborative design effort, indicate which individuals identified in your SOQ will lead and/or significantly contribute to the ongoing development of the building and site design. You may reference your SOQ and/or provide a summary of their qualifications including relevant experience.</p>	40
4	<p>Management and Approach to Design Development: Describe how the Design-Builder proposes to manage development of the design up to a point when DES and the design-builder agree that the scope is defined well enough to allow execution of the second agreement. Describe how the Design-Builder will facilitate DES input into completing the basis of design, what tools and methods will be used to drive and track the iterative process, how estimating will be done and how major variables will be evaluated, including the architectural elements. How will the Design-Builder assure effective communication among team members and with the owners and DES? How will work between offices be coordinated? What is the process envisioned for interdisciplinary checking of designs? What role will subcontractors play during this effort, if any? Consider that long-lead equipment may have to be identified and ordered early to meet schedule. Which individuals will be responsible for the major aspects of this work? DES acknowledges that the major scope elements all draw from the same fixed budget and that it will be necessary to carefully manage the design and estimating processes to optimize the outcome for all major elements. Provide a description of how your team will do this.</p> <p>Past Performance on Similar Projects: Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.</p>	20
5	Management and Approach to Completing Design and Construction: Describe	20

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	<p>how the Design-Builder proposes to manage final design and construction after DES and the design-builder agree that the scope is defined well enough to allow execution of the second agreement. Discuss permitting, staging, cost control, schedule control, quality control, document control and sharing of cost information. Describe what the Design-Builder intends to self-perform and the use and management of sub-contractors, including their opportunity to contribute to the design, if any. Describe how design changes during construction will be managed, how red-lined drawings will be maintained, and which entity (firm) is envisioned to create the final record drawings.</p> <p>Past Performance on Similar Projects: Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.</p>	
<p>6</p>	<p>Management and Approach to Commissioning and Training: Describe how the Design-Builder proposes to manage start up, commissioning and training of School staff. Explain what role the individuals tasked with commissioning will play in the design process, if any. How will the Design-Builder assure that the transition to operations by school staff is as seamless and effective as possible? Describe what type of support if any the DB team will provide for ongoing commissioning after occupancy.</p> <p>Past Performance on Similar Projects: Describe how the proposed methods and ideas included in your response to this criterion are supported by experiences on similar projects. Provide basic project information including a contact person within each project owner’s organization and/or reference project(s) described in your SOQ.</p>	<p>20</p>
<p>7</p>	<p>Ability to Meet Time and Budget Requirements: For purposes of responding to this RFP assume December 31, 2016 as the goal for achieving substantial completion. Submit a milestone schedule for project completion including but not limited to design development (with DES), contracting for final design and construction, manufacturing and shipping of major equipment, permitting, completion of design and construction, start up and commissioning, and substantial completion. Describe the major schedule risks and critical path issues and your approach to managing them. Also describe your approach to estimating, and include major cost-estimating events on your schedule, if appropriate. Describe the major variables affecting price and how you will manage to stay within the overall budget framework. Describe the relationships between major schedule risks and major budget risks, if any, and how that relationship will be measured and managed.</p>	<p>10</p>
<p>8</p>	<p>Acceptance of Contract, Bonding and Insurance: The proposal shall respond to the following criteria: (a) Compliance with proposed contracts and general conditions. Each Proposer must affirm that the terms and conditions of these documents are acceptable.</p>	<p>No Points</p>

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	<p>DES makes no commitment that it will modify any of the terms of the contract or general conditions. NOTE: It is anticipated that the form of contract and general conditions for this project will be based on the Design Build Institute of America standard forms of contracts described in Section 1.9 and general conditions documents modified to reflect state law and DES administrative requirements. The documents will be provided to Finalists as part of the Request for Proposal process.</p> <p>(b) Ability to provide performance and payment bonds for the project for at least the amount of the target budget (\$3,000,000). The Proposer must submit a letter from its bonding company (surety) or its bonding agent indicating that the Proposer has the requisite bonding capacity in order to provide the required bonds.</p> <p>(c) Insurability: Statement from the Proposer’s insurance carrier indicating that the insurance requirements of the contract can be met by the Proposer. Failure to respond to item (a) and/or provide the letters required by items (b) and (c) may result in elimination of the Proposal from further consideration in the selection process.</p>	
9	<p>Workload Factor: Based on the impact of recent, current, and projected workloads of the team describe the team’s ability to perform the work of this project. Briefly describe the responsibilities of each team member including design sub-consultants and/or subcontractors and the extent of involvement of the individuals assigned during each phase of the Project for design development, design completion and permitting, and construction phase expressed as a percentage (100% = full time). At a minimum, the corporate executive dedicated to the project, lead design architect, architectural project manager, the design manager, construction project manager, superintendent, and safety officer shall be identified. The qualifications of these individuals will be evidenced by the resumes and other information in your SOQ.</p>	10
10	<p>Location: Location of the firm’s offices and plan to address any impact of location on the firm’s ability to perform the work of this Project.</p>	5
11	<p>Price Factor: Provide the home office overhead and profit of the design-build firm as a percentage of the total amount to be invoiced during the second contract period. A price factor proposal form will be issued with the RFP.</p>	5
12	<p>MWBE Outreach Plan: Submit an MWBE Outreach Plan outlining the proactive strategy, resource commitments, and specific steps the firm intends to employ in reaching out to minority and women owned businesses (MWBEs) certified by the State of Washington’s Office of Minority and Women’s Business Enterprises. The MWBE Outreach Plan should demonstrate how the firm intends to assist DES to provide the maximum opportunity for participation of certified firms and how it will work toward meeting DES’s goals such that the participation of Minority Business Enterprises (MBEs) will equal 10% of the dollar amount of the contract for this project, and that the participation of Women’s Business Enterprises (WBEs) will equal 6% of the dollar amount of the contract for this project.</p>	10
	<p>Maximum RFP Points➔</p>	200

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1.9 CONTRACTING PROCESS: The preliminary agreement will be based on DBIA Document No. 520 *STANDARD FORM OF PRELIMINARY AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER* as modified to reflect state law and DES administrative requirements. The form of compensation for work under the Preliminary Agreement, will be by time and materials with details to be negotiated. The second agreement will be based on either DBIA Document No. 525 *STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN-BUILDER – LUMP SUM*, or DBIA Document No. 530 *STANDARD FORM OF AGREEMENT BETWEEN OWNER AND DESIGN BUILDER - COST PLUS FEE WITH AN OPTION FOR A GUARANTEED MAXIMUM PRICE*, as modified to reflect state law and DES administrative requirements. If, at any time during the term of the preliminary agreement, DES and the Design-Builder are unable to agree on a price to complete the project, DES, at its sole discretion, may terminate the agreement and not proceed to execute the follow-on agreement with the Design-Builder.

1.10 FORM OF SUBMITTAL AND DEADLINE: One original in an easily removable binder (no spiral or comb bindings), six (6) hard copies in easily removable binders (no spiral or comb bindings) and one electronic copy (PDF) of the SOQ on a flash drive containing the above-listed RFQ information must be received at the DES no later than 3:00 p.m. on June 15, 2016. Submittals sent by mail or courier shall be sent to the address below (use box number for U.S. Postal Service (USPS) delivery only). Faxed or e-mailed submittals will not be accepted. Contractors are responsible for ensuring receipt of the SOQ at DES by the deadline stated above, and should take into account internal delivery times once USPS delivers a submittal to the box number indicated, and other delays that may occur when using a delivery service. *Delivery directly to DES is encouraged.* Submittals received after the deadline will not be considered.

Department of Enterprise Services
Engineering and Architectural Services
Attention: Angeline Ernst (angeline.ernst@des.wa.gov)
1500 Jefferson Street
P.O. Box 41476
Olympia, WA 98504

Any addenda issued for this RFQ and RFP will be published at the following website address: <http://des.wa.gov> click on the “For Consultants & Contractors” link, then select the “Construction Business Opportunities” link. Contractors are responsible for checking the website for any addenda prior to submission of qualifications and proposals. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

1.11 MWBE: DES is committed to providing the maximum practicable opportunity for participation by state-certified minority business enterprises (MBEs) and women business enterprises (WBEs) in its contracts through direct contracts with DES, and sub-consulting or supplier participation. DES strongly encourages MBEs and WBEs certified by the State OMWBE to respond to this RFQ. Participation goals of 10% for MBEs and 6% for WBEs have been established for this project. It is expected that the Design-Builder will assist DES in meeting the requirement to maximize opportunity for state-certified firms to participate on this project.

1.12 APPRENTICESHIP UTILIZATION REQUIREMENTS: Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Builder shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

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1.13 PROTEST PROCEDURE:

In order to be considered, protests of the selection decisions made pursuant to Section_1.7 (1) and (2) must be received by the Owner no later than four (4) business days from the date of email notification to the proposers/Finalists, as appropriate, of the selection decision as set forth in RCW 39.10.330(3) and (6). Protests must be in writing, and addressed to:

Department of Enterprise Services
Engineering and Architectural Services
Attention: Debra Delzell
1500 Jefferson Street
P.O. Box 41476
Olympia, WA 98504

Protests shall include the name, email address, and phone number of the protestor's authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the Contracts Manager shall review the protest, consider all available facts, and issue via email a final protest decision. The Owner may not advance to the next phase of selection and may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

1.14 ATTACHMENTS: Please note the following additional information that is part of this RFQ:

Attachment 1 - Project Financial Questionnaire (to be provided with final RFQ)

Attachment 2 - Safety and Health Qualification Statement (to be provided with final RFQ)

Attachment 3 - Map of project sites and surrounding area. (to be provided with final RFQ)

Additional project information including a report concerning goals and guidance for architecture, landscape and campus character, and possibly other information will be included in the RFP.

COMMUNICATIONS: All communications regarding this RFQ should be addressed to Debra Delzell, Project Manager, DES – Engineering and Architectural Services, 360 407-8786, debra.delzell@des.wa.gov.